



February 11, 2013

American Consulate General
5/1 Ho Chi Minh Sarani
Kolkata- 700071
Phone No. 91-33-39842400

Solicitation Number SIN30013Q0007

To: Prospective Quoters

Subject: Request for Quotations. RFQ# **SIN30013Q0007**

Enclosed is a Request for Quotations (RFQ) for Janitorial Services to be performed at the premises of the American Center, 38A, J.N. Road, Kolkata-700071. If you would like to submit quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

The U.S. Government intends to award a contract order to the responsible company submitting the lowest priced, technically acceptable offer. We intend to award a contract order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Quotations should be submitted at the main gate of the American Center during office hours (0900 – 1700), Monday through Friday or can be mailed to Chakrabortysx2@state.gov with cc to Contracting Officer Mr. Matthew R. Hetrick at HetrickMR@state.gov.

Site inspection:

There will be a site inspection at **1130 hrs. on Tuesday, February 19, 2013**. Please forward the names of your representatives, who will be visiting the sites, **by 1500 hrs on February 15, 2013** to Procurement Agent Sukanta Chakraborty at ChakrabortySX2@state.gov, Tele: 033-3984-6448.

Quotations are due by **1500 hrs on Friday, March 01, 2013**.

Sincerely,



Matthew R. Hetrick
Contracting Officer

Enclosure: Solicitation documents